Project **M**anagement **O**ffice

Staffing Plan
for
Grants, Contracts, and Loans
Management System

Revision #1.2

Office of Financial Management

General Information

Project Name: Grants, Contracts, and Loans Management (GCLM) System
Project Manager: Doug Beam
Project Begin Date: July 1, 2007
Project End Date: June 30, 2009
Resource Planner: Doug Beam

Skills Assessment

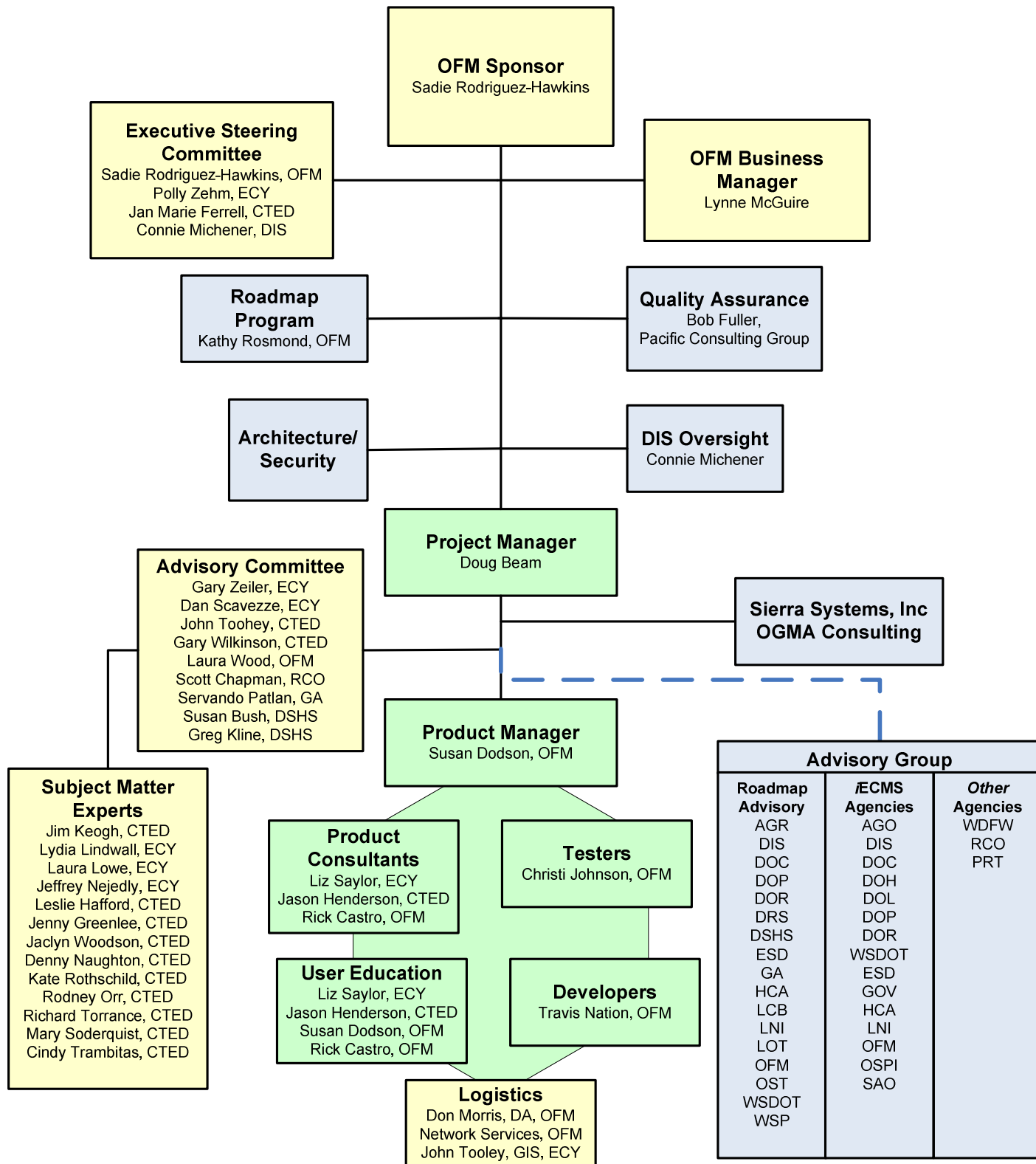| Position	Needed KSA (Knowledge, skill, ability)	Likely Source	Quantity
Project Management	Must have the ability to create and manage project work plans. Must possess the knowledge and skills to facilitate project communications, define project schedules, and acquire project resources. Must report project status to stakeholders. Must have the ability and skills to continually assess and mitigate project risks.	SWFS	1
Product Manager	Must possess knowledge of grants, contracts, and loans management, and state government accounting. They must have the ability to analyze and accurately document business processes. Must have the ability, or be able to acquire the skills, to develop requirements. Must have the ability, or be able to acquire the skills, to develop report specifications.	SWFS	1
Business Analyst	Must possess knowledge of grants, contracts, and loans management, and state government accounting. They must have the ability to analyze and accurately document business processes. Must have the ability, or be able to acquire the skills, to develop requirements. Must have the ability, or be able to acquire the skills, to develop report specifications.	CTED (1) ECY (1) OFM (1)	3
Development	Must possess skills and knowledge in T-SQL, C#, Object Oriented Programming and Design, ASP.NET and have the ability to build quality applications from the ground-up as well as maintenance development.	OFM	1

Testing	Must possess skills to produce quality test case documentation by thorough analysis of requirements and interpreting technical design documentation. Must have the ability to accurately estimate the hours/elapsed time necessary to write and execute test cases. Must have the ability to conduct both white box and black box testing. Must possess skills and knowledge to write T-SQL statements and procedures, and analyze the result sets. Must possess the skills and knowledge to test Web based applications and Web Services.	OFM	1
Data Administration	Must possess skills and knowledge in T-SQL, database design, and the ability to manage SQL Server 2005.	OFM	.10
Network Services	Must possess the skills and knowledge to create and manage virtual Windows 2003 application server environments using VMWare and F5 firewalls. Ability to configure and diagnose problems in the Windows environments, F5, and VMWare.	OFM	.10

Staffing Profile

Calendar (phase/month/quarter)	Resource Category	Resource	Level of Commitment (Utilization rate)
7/2007 – 1/2008 (RFP/Blueprinting)			
	Project Manager	Doug Beam	1 – 70% time
	Product Manager	Susan Dodson	1 - 100% time
	Business Analysts	Jason Henderson Liz Saylor	2 – 100% time
	Developer	Travis Nation	1 – 70% time
	Tester	Christi Johnson	1 – 100% time
1/2008 – 3/2008 (Fit/Gap Analysis)			
	Project Manager	Doug Beam	1 – 70% time
	Product Manager	Susan Dodson	1 - 100% time
	Business Analysts	Jason Henderson Liz Saylor	2 – 100% time
	Developer	Travis Nation	1 – 100% time
	Tester	Christi Johnson	1 – 100% time
	Data Administration		1 – 10% time
	Network Service		1 – 10% time
3/2008 – 11/2008 (Pilot Implementation)			
	Project Manager	Doug Beam	1 – 70% time

Calendar (phase/month/quarter)	Resource Category	Resource	Level of Commitment (Utilization rate)
	Product Manager	Owen Barbeau	1 - 100% time
	Business Analysts	Jason Henderson Liz Saylor Rick Castro	3 – 100% time
	Developer	Travis Nation	1 – 100% time
	Tester	Christi Johnson	1 – 100% time
	Data Administration		1 – 10% time
	Network Service		1 – 10% time
3/2008 – 11/2008 (Pilot Implementation – Implement Pilot Programs)			
	Project Manager	Doug Beam	1 – 70% time
	Product Manager	Owen Barbeau	1 - 100% time
	Business Analysts	Jason Henderson Liz Saylor Rick Castro	3 – 100% time
	Business Analysts	Jason Henderson Liz Saylor	2 – 100% time
	Developer	Travis Nation	1 – 100% time
	Tester	Christi Johnson	1 – 100% time
	Data Administration		1 – 10% time
	Network Service		1 – 10% time
11/2008 – 6/2009 (Second Rollout - Remaining Programs)			
	Project Manager	Doug Beam	1 – 70% time
	Product Manager	Owen Barbeau	1 - 100% time
	Business Analysts	Jason Henderson Liz Saylor Rick Castro	3 – 100% time
	Business Analysts	Jason Henderson Liz Saylor	2 – 100% time
	Developer	Travis Nation	1 – 100% time
	Tester	Christi Johnson	1 – 100% time
	Data Administration		1 – 10% time
	Network Service		1 – 10% time

Organization Chart

OFM Sponsor
Sadie Rodriguez-Hawkins

Executive Steering Committee
Sadie Rodriguez-Hawkins, OFM
Polly Zehm, ECY
Jan Marie Ferrell, CTED
Connie Michener, DIS

OFM Business Manager
Lynne McGuire

Roadmap Program
Kathy Rosmond, OFM

Quality Assurance
Bob Fuller,
Pacific Consulting Group

Architecture/ Security

DIS Oversight
Connie Michener

Project Manager
Doug Beam

Advisory Committee
Gary Zeiler, ECY
Dan Scavezze, ECY
John Toohey, CTED
Gary Wilkinson, CTED
Laura Wood, OFM
Scott Chapman, RCO
Servando Patlan, GA
Susan Bush, DSHS
Greg Kline, DSHS

**Sierra Systems, Inc
OGMA Consulting**

Product Manager
Susan Dodson, OFM

Subject Matter Experts
Jim Keogh, CTED
Lydia Lindwall, ECY
Laura Lowe, ECY
Jeffrey Nejedly, ECY
Leslie Hafford, CTED
Jenny Greenlee, CTED
Jaclyn Woodson, CTED
Denny Naughton, CTED
Kate Rothschild, CTED
Rodney Orr, CTED
Richard Torrance, CTED
Mary Soderquist, CTED
Cindy Trambitas, CTED

Product Consultants
Liz Saylor, ECY
Jason Henderson, CTED
Rick Castro, OFM

Testers
Christi Johnson, OFM

User Education
Liz Saylor, ECY
Jason Henderson, CTED
Susan Dodson, OFM
Rick Castro, OFM

Developers
Travis Nation, OFM

Logistics
Don Morris, DA, OFM
Network Services, OFM
John Tooley, GIS, ECY

Advisory Group		
Roadmap Advisory	iECMS Agencies	*Other Agencies*
AGR	AGO	WDFW
DIS	DIS	RCO
DOC	DOC	PRT
DOP	DOH	
DOR	DOL	
DRS	DOP	
DSHS	DOR	
ESD	WSDOT	
GA	ESD	
HCA	GOV	
LCB	HCA	
LNI	LNI	
LOT	OFM	
OFM	OSPI	
OST	SAO	
WSDOT		
WSP		

Other Needed Resources

A contract with **Sierra Systems Inc**. will provide systems integration services, which include, but are not limited to: project management, requirements analysis, and services through OGMA Consulting, including design specification, system configuration, system enhancements, system documentation, and training.

A contract with **OGMA Consulting** will provide the software package and the terms of its licensing, warranty, and maintenance.

A contract with **Critical Logic** will supplement the project testing by reducing the amount of time performing physical testing and create a dependency on automated testing. During there time on the project they will provide knowledge transfer to the OFM lead tester.

It is anticipated that once the framework and test case have been developed and executed involvement from **Critical Logic** will diminish near December 2008.

Appendix A: Revision History

Revision	Date	Author	Description of change
1.0	2/6/2007	Doug Beam	Created
1.1	3/24/2008	Doug Beam	Added Rick Castro, updated org chart and suggestions from Sierra Systems.
1.2	7/29/2008	Anwar Wilson	Changed Susan Dodson to Owen Barbeau.